



Commanding Officer
U. S. Coast Guard
Human Resources Service &
Information Center

444 SE Quincy St
Topeka, KS 66683-3591
Staff Symbol: PRC
(785) 295-2690

HRSICNOTE 1000

HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 1000

Subj: CH-1 TO HRSICINST M1000.2A, PERSONNEL AND PAY PROCEDURES
MANUAL (PPPM)

- 1. **PURPOSE.** This notice publishes changes to HRSICINST M1000.2A, Personnel and Pay Procedures Manual (PPPM).
- 2. **ACTION.** Addressees shall enter page changes as indicated in the Procedure section of this Notice.
- 3. **SUMMARY.** The initial distribution of HRSICINST M1000.2A was printed using an outdated version of COMDTINST 1000.14A (Enclosure 6). This change corrects this error.
- 4. **PROCEDURE.** Remove and insert the following pages:

<u>Remove</u>	<u>Insert</u>
Enclosure 6.....	Enclosure 6 (CH-1)
- 5. **Comments and Recommendations:** Comments or recommendations may be submitted by E-mail to “PUBS/PPC” or by returning the comment form on Enclosure (15) of this manual.

R. J. WILLIAMSON

DISTRIBUTION - SDL No. 134

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	3	2	3		3	2	2	2	1	1		2	2	2	2	2	2	1	2		3	1				
B	31	6	10	1	16	5		3	3	3	3	3	3	10	3	1		80	3	3	3	1	1	1	2	1
C	3	3		2	2	2	1		1		10	2	1	10		2	2	1		1		2	1	1	1	1
D		2	3	4		1	1	2	1		1	1	1	1		1	1	1	2		1	1	1	2	1	1
E	1	*						1			1			1				1								
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION: See page 2

HRSICNOTE 1000

Nonstandard distribution: E:b (PERSRUs)

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GANTSEC	08
Group Astoria	09
Group Charleston	08
Group Corpus Christi	06
Group Fort Macon	06
Group Humboldt Bay	04
Group Key West	09
Group Mobile	14
Group North Bend	07
Group Port Angeles	04
Group Portland	05
Group San Francisco	06
Group Southwest Harbor	03
Group St. Petersburg	13
Group Woods Hole	07
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ISC Alameda	28
ISC Boston	20
ISC Cleveland	33
ISC Honolulu	22
ISC Ketchikan	10
ISC Ketchikan-Juno Det.	17
ISC Kodiak	23
ISC Miami Beach	33
ISC New Orleans	23
ISC Portsmouth	20
ISC San Pedro	28
ISC Seattle	25
ISC St. Louis	18
MARSEC	04
MSO Houston-Galveston	10
NOAA	03
PERSCOM (adm2)	01
PERSCOM (epm)	01
PERSCOM (opm)	01
PERSCOM (rpm)	01
RTC Yorktown	15
SUPRTCEN Elizabeth City	18
TISCOM	05
TRACEN Cape May	10
TRACEN Cape May (Recruits)	15
TRACEN Petaluma	20

HRSICNOTE 1000 Pagination Sequence

Coast Guard Human Resources Service & Information Center, 444 SE Quincy, Topeka KS 66683

Your point of contact is: Al Wiggs ☎(913) 357-3695

Line	Facing Page description or number	Code	Back page description	Code
1	HRSICNOTE 1000 PAGE 1	TP	2	TP
2	E-6-1	TP	E-6-2	TP
3	E-6-3	TP	E-6-4	TP
4	E-6-5	TP	E-6-6	TP
5	E-6-7	TP	E-6-8	TP
6	E-6-9	TP	E-6-10	TP
7	E-6-11	TP	E-6-12	TP
8	E-6-13	TP	E-6-14	TP
9	E-6-15	TP	E-6-16	TP
10	E-6-17	TP	E-6-18	TP
11	E-6-19	TP	E-6-20	TP
12	E-6-21	TP	E-6-22	TP
13	E-6-23	TP	E-6-24	TP
14	E-6-25	TP	E-6-26	TP
15	E-6-27	TP	E-6-28	TP
16	E-6-29	TP	E-6-30	TP
17	E-6-31	TP	E-6-32	TP
18	E-6-33	TP	E-6-34	TP
19	E-6-35	TP	E-6-36	TP
20	E-6-37	TP	E-6-38	TP
21	E-6-39	TP	E-6-40	TP
22	E-6-41	TP	E-6-42	TP
23	E-6-43	TP	E-6-44	TP
24	E-6-45	TP	E-6-46	TP
25	E-6-47	TP	E-6-48	TP
26	E-6-49	TP	E-6-50	TP
27	E-6-51	TP	E-6-52	TP

Codes: “TP” for Text Page,
“O” for Blank Page, and



COMDTINST 1000.14A

COMMANDANT INSTRUCTION 1000.14A

Subj: PREPARATION AND SUBMISSION OF ADMINISTRATIVE REMARKS
(CG-3307)

1. PURPOSE. This Instruction establishes policy, procedure, and standards for preparation and submission of administrative Remarks (CG-3307) entries, and applies to all personnel involved in this process
2. ACTION. Area and district commanders; commanders, maintenance and logistics commands; commanding officers of headquarters units; Commander, Coast Guard Activities Europe; Commander, Coast Guard Activities Far East; and chiefs of offices and special staff divisions at Headquarters shall ensure compliance with the provisions of this Instruction.
3. DIRECTIVES AFFECTED.
 - a. COMDTINST 1000.14 is cancelled.
 - b. Remove the contents of Enclosure (6) to PPCINST M1000.2 and replace with this Instruction.
4. PROCEDURE.
 - a. Samples of the only CG-3307 entries authorized are listed in enclosures (2) thru (7). Units are prohibited from using the CG-3307 to document any other personnel

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1	2	1	1		1	2	2	1	1	1	1	1		1	1				
B		8	20	1	12	2		10	2	2	2	4	2	10	1	1	2	*	1	2	2	1	10	1	1	1
C	2	2	2	1	2	2	2		1	1	2	1	2		1	1	1	1	2	1	1	1	1	1	1	
D	4	2	1	2	1	1	1	1		1		1	1				1		1	1		1			2	1
E	1	6												1				1								
F	2	2	1	1	1	1	1	1	1	1	1	1	1		1	1	1		1	1						
G	1																									
H																										

NON-STANDARD DISTRIBUTION: B:c MLCLANT, MLCPAC (6 extra); *B:r (120 copies)

COMDTINST 1000.14A

- transaction not listed in enclosures (2) through (7). Unauthorized CG-3307's received at HQ or MPC will be destroyed.
- b. Headquarters program managers, Headquarters facility managers, and unit commanding officers may submit recommendations to Commandant (G-Pd-3) outlining any new CG-3307 requirements.
 - c. The CG-3307 must be prepared in original and one copy as follows:
 - (1) The original must be forwarded to Commander (MPC-s-3) or Commandant (G-RSM-3) for filing in the Career Documentation Section of the Headquarters PDR. The copy is to be retained in the PERSRU PDR. See enclosure (1) to determine at what level (PERSRU or Unit) the CG-3307 is to be completed.
 - (2) There are two exceptions to the distribution of CG-3307's:
 - (a) The original CG-3307 (to document counseling related to enlisted evaluations) must be placed inside the original Enlisted Performance Evaluation Form (CG-3788 (series)) and forwarded to Commander (MPC-epm-1) for review.
 - (b) Original CG-3307's remaining at time of separation/reenlistment must be attached to either the original Discharge and Reenlistment Contract (CG-3301C) or DD-214 as directed in COMDTINST M1080.10 (series).
 - (3) The identifying data section at the bottom of the CG-3307 must be completed as follows:
 - (a) Item 1. Name of Permanent Unit. Enter the member's current duty assignment.
 - (b) Item 2. Name of Unit Preparing Form. Always leave blank. If a unit, other than the member's current duty station, is preparing the form, this information will be included in the signature line.
 - (c) Item 3. Name of Member. Enter the member's last name, first name and middle initial.
 - (d) Item 4. Social Security Number (SSN). Enter the member's nine-digit SSN.

- (e) Item 5. Grade/Rate. Enter the member's grade or rate.
 - (f) Item 6. Page 7. Leave blank since CG-3307's are filed in the Personnel Data Record (PDR), both PERSRU and Unit chronologically.
 - (4) All CG-3307 entries that are more than one page in length must be clearly marked on the top of the continuation page(s) with the identifying items completed for each page.
5. CHANGES. The major changes are summarized as follows:
- a. Added requirement to include header information on all CG-3307 entries. The initial Instruction did not clearly indicate whether or not to include the Entry Type, Reference, and Responsible Level on each entry. As a result of many inquiries from the field and after discussions with personnel from MPC-s-3, it was determined that including the header information would greatly assist in tracking authorized entries.
 - b. Modified the Performance and Discipline (Weight) entries to coincide with COMDTINST M1020.8C.
 - c. Added entries (A&R-7,8,9), (ACC-16), (P&D-28) thru (P&D-33), and (SEP-16) thru (SEP-19).
6. ALTERNATE METHOD. Where recording or documentation is desired for certain personnel data, an efficient alternate method is the initialing/signing of a unit roster. For example, all hands training is held in first aid. Instead of documenting this training on individual CG-3307 entries, a unit roster indicating date of training and signed by the trainer/instructor, and then filed in the unit training files is sufficient. Even before this alternate method is used, consider if recording/documentation of this data is necessary.

COMDTINST 1000.14A

7. FORMS/REPORTS. The CG-3307 is available in the Forms Plus library.



W. C. DONNELL
Chief, Office of Personnel
and Training

- Encl: (1) General Instructions for Use and Preparation of
CG-3307's
(2) CG-3307's for Accession
(3) CG-3307's for Assignment and Transfer
(4) CG-3307's for Advancement and Reduction
(5) CG-3307's for Performance and Discipline
(6) CG-3307's for Separation
(7) CG-3307's for Selective Reenlistment Bonus

General Instructions for Use and Preparation of CG-3307's

1. Administrative Remark entries are broken down into the following "types":
 - a. Accession (ACC-#) - Enclosure (2)
 - b. Assignment and Transfer (A&T-#) - Enclosure (3)
 - c. Advancement and Reduction (A&R-#) - Enclosure (4)
 - d. Performance and Discipline (P&D-#) - Enclosure (5)
Note: Includes indebtedness, non-support of dependents, general (positive/negative), evaluations, good conduct eligibility, and weight
 - e. Separation (SEP-#) - Enclosure (6)
 - f. Selective Reenlistment Bonus (SRB-#) - Enclosure (7)Note: # - in each enclosure this will be substituted for a sequential number to denote each successive CG-3307 entry for the particular type of entry.
2. Each of the sample entries contained in enclosures (2) through (7) consist of the following information:
 - a. Entry type and number.
 - b. The reference providing the requirement to complete the CG-3307 entry.
 - c. The responsible level for completing the entry, i.e., PERSRU or Unit.
 - d. The entry itself. The entry should be modified to fit the circumstances as necessary
 - e. When and where applicable, a member's acknowledge entry

It has been determined that items a. thru c. are valuable for tracking authorized entries and therefore MUST be included as part of the Administrative Remark entry when actually preparing a CG-3307.

3. If a unit other than the member's current permanent duty station is preparing the CG-3307 entry, that unit name MUST appear beneath the typed signature block, e.g.:

A. B. SEA, CAPT, USCG
Commanding Officer
USCGC JARVIS (WHEC 725)

COMDTINST 1000.14A

CG-3307's for Accession

Entry Type: Accession (ACC-1)**Reference:** Recruiting Manual, COMDTINST M1100.2 (series)**Responsible Level:** Recruiter**Entry:**

(DATE): I hereby certify my recruiter has fully explained the following items to me, and has answered any questions I may have had to my satisfaction

	Initials
A. Enlistment Options	
1. 4-year enlistments.....	_____
2. 6-year enlistments.....	_____
3. Advance pay grade enlistments.....	_____
4. "Buddy" enlistment program.....	_____
5. Open Rate List.....	_____
6. USCG reserve enlistment programs.....	_____
7. Delayed Entry Program (DEP) enlistment.....	_____
B. Guaranteed Programs	
1. TYPE I guaranteed schools.....	_____
2. TYPE II guaranteed schools.....	_____
3. Guaranteed geographic assignments.....	_____
4. Loss of guarantees.....	_____
C. Educational Benefits	
1. Montgomery G.I. Bill (MGIB).....	_____
2. Tuition assistance.....	_____
D. Pay and Allowances	
1. During recruit training.....	_____
A. Single members.....	_____
B. Married members.....	_____
2. After recruit training.....	_____
A. Single members.....	_____
B. Married members.....	_____
E. Rates	
1. SA/SN - Career data.....	_____
2. FA/FN - Career data.....	_____
F. Prior to traveling to Training Center Cape May	
1. Proper clothing and personal items to bring.....	_____
2. Items not to bring.....	_____
3. Helmsman (stress importance of learning).....	_____
4. Amount of money to bring to Cape May.....	_____
5. Itinerary on day of enlistment.....	_____
6. MEPS inspect procedures.....	_____
7. Review boot camp film.....	_____
G. Cape May Policies and Procedures	
1. Grooming standards - male and female haircuts.....	_____
2. Smoking/Tobacco products.....	_____

COMDTINST 1000.14A

3. Phone calls.....
4. Church services.....
5. Phone number in case of family emergency.....
6. Pre-training physical/dental examination.....
7. Red tag review.....
8. Drug/Alcohol policy.....
9. Mail.....
10. Contact lenses/glasses.....
11. Demerits.....
12. Being reverted.....
13. Being rephased.....
14. Physical fitness test.....
15. Swim test.....
16. Seamanship test.....
17. Fraternization.....
18. Billet selection.....

J. P. JONES

(DATE): I certify I have fully and properly explained all items listed above, according to the information available to me. I also certify I have answered any questions the enlistee may have had concerning recruit training and service in the United States Coast Guard.

A. B. SEA, YN1, USCG

Recruiter's Telephone Number

Entry Type: Accession (ACC-2)

Reference: Recruiting Manual, COMDTINST M1100.2 (series)

Responsible Level: Recruiter

Entry:

(DATE): Honorably discharged from the USCGR Delayed Enlistment Program (DEP) for the Convenience of the Government to enlist in the regular coast Guard on _____ having served in the DEP since _____. Time serve in the DEP is creditable toward completion of the 8-year military obligation, but IS NOT creditable for purposes of longevity or pay and allowances.

J.P. JONES

Entry Type: Accession (ACC-3)

Reference: Recruiting Manual, COMDTINST M1100.2 (series)

Responsible Level: Recruiter

Entry:

(DATE): I have been advised that the illegal use or possession of drugs constitutes a serious breach of discipline which will not be tolerated. Also, illegal drug use or possession is counter to esprit de corps & mission performance and jeopardizes safety. No member will use, possess, or distribute illegal drugs or drug paraphernalia. I also understand that upon reporting to recruit training, I will be tested by urinalysis for the presence of illegal drugs. If my urine test detects the presence of illegal drugs, I will be subject to an immediate general discharge by reason of misconduct. By signing below I am certifying I have not knowingly ingested any illegal drug for at least the last 60 days.

J. P. JONES

Entry Type: Accession (ACC-4)
Reference: Recruiting Manual, COMDTINST M1100.2 (series)
Responsible Level: Recruiter
Entry:

(DATE): I am aware that upon arrival at the recruit training center, I will receive a complete and thorough pretraining physical examination, including a dental examination, which I must pass to be permitted to enter recruit training.

J. P. JONES

Entry Type: Accession (ACC-5)
Reference: Recruiting Manual, COMDTINST M1100.2 (series)
Responsible Level: Recruiter
Entry:

(DATE): I do not possess a social security card, although I have applied for issuance/replacement of one on form SS-5. I have been advised by the Social Security Administration that the number being issued to me is ____-____-____. I authorize the Coast Guard to cite my social security card for number identification purposes prior to forwarding it to me.

J. P. JONES

Entry Type: Accession (ACC-6)
Reference: Recruiting Manual, COMDTINST M1100.2 (series)
Responsible Level: Recruiter
Entry:

(DATE): I certify that I am a resident alien and my number is: _____

COMDTINST 1000.14A

J. P. JONES

Entry Type: Accession (ACC-7)
Reference: Recruiting Manual, COMDTINST M1100.2 (series)
Responsible Level: Recruiter
Entry:

(DATE): I understand I will not be eligible for reenlistment, nor be eligible to enter the following ratings: AD, AE, AM, ASM, AT, ET, FT, GM, MST, PA, QM, RD, RM, TT, or YN; nor will I be eligible to attend Officer Candidate School or be appointed as a Chief Warrant Officer (CWO) until I become a United States citizen.

J. P. JONES

Entry Type: Accession (ACC-8)
Reference: Recruiting Manual, COMDTINST M1100.2 (series)
Responsible Level: Recruiter
Entry:

(DATE): I have been advised that my medical examination revealed that I do not have normal color vision. I understand that, if I am enlisted in the Coast Guard, I will not be permitted to enter the ratings of AD, AE, AM, ASM, AT, BM, EM, ET, FT, GM, HS, IV, PA, PS, QM, RD, or TT during the period of this or subsequent enlistments. I am also aware that if I enter the MST rating, I will not be eligible for appointment to CWO(BOSN). Furthermore, I have been advised that my defective color vision disqualifies me from applying for Officer Candidate School or the Coast Guard Academy.

J. P. JONES

Entry Type: Accession (ACC-9)
Reference: Recruiting Manual, COMDTINST M1100.2 (series)
Responsible Level: Recruiter
Entry:

(DATE): I am aware I am eligible to reenlist with a ____ designator; however, I intend to pursue a career as an _____ and desire to reenlist as an E-3 without a designator.

J. P. JONES

Entry Type: Accession (ACC-10)

Reference: Recruiting Manual, COMDTINST M1100.2 (series)

Responsible Level: Recruiter

Entry:

(DATE): I have been advised, per Article 5-C-33, Personnel Manual, COMDTINST M1000.6 (series), that I may be eligible for advancement to pay grade E-4, in my formerly held rating, without having to attend class "A" school or compete in the servicewide exam, if I am found eligible in all respects and I am recommended for advancement. I must serve a minimum of 6 months on my present enlistment, and either hold a designator or have been rated at the time of my last separation from active duty. My commanding officer's recommendation must be submitted within 5 years of my latest separation from active duty. If I am ineligible or not recommended for advancement under this program, I understand I must compete for advancement to pay grade E-4.

J. P. JONES

Entry Type: Accession (Reserve) (ACC-11)

Reference: Recruiting Manual, COMDTINST M1100.2 (series)

Responsible Level: Recruiter

Entry:

(DATE): I hereby certify that all information on my enlistment documents is current and accurate. I have not had any involvement with the police or had any changes in dependency unless noted on those documents. I understand withholding information is punishable under the Uniform Code of Military Justice (UCMJ) and may result in less than honorable discharge for fraudulent enlistment.

J. P. JONES

Entry Type: Accession (Reserve) (ACC-12)

Reference: Recruiting Manual, COMDTINST M1100.2 (series)

Responsible Level: Recruiter

Entry:

(DATE): I am over the age of 40 and understand that I will not be able to complete 20 satisfactory years of federal service by the age of 60, and that I cannot earn Reserve Retirement under 49 C.F.R. 1.45(a)(1).

J. P. JONES

Entry Type: Accession (Reserve) (ACC-13)

COMDTINST 1000.14A

Reference: Recruiting Manual, COMDTINST M1100.2 (series)

Responsible Level: Recruiter

Entry:

(DATE): I have been advised that all members enlisting in the Coast Guard Reserve must take a difficult swimming test at recruit training (RP & RK), Reserve Officer Candidate Indoctrination (ROCI), and Reserve Enlisted Basic Indoctrination (REBI). I understand that I cannot graduate from recruit training, ROCI, or REBI unless I have passed this swimming test.

J. P. JONES

Entry Type: Accession (Reserve) (ACC-14)

Reference: Recruiting Manual, COMDTINST M1100.2 (series)

Responsible Level: Recruiter

Entry:

(DATE): **(for all reserve applicants except RP & RK):** I Understand that inability to satisfy the swimming requirement detailed in Military Requirements (MRN) 1.L.201 of the Enlisted Qualifications Manual, COMDTINST M1414.8 (series), will adversely affect my career. I have been advised that the possible effects include: prohibition from advancement, reenlistment, or an afloat duty assignment; or involuntary transfer to the IRR, or discharge.

J. P. JONES

Entry Type: Accession (Reserve) (ACC-15)

Reference: Recruiting Manual, COMDTINST M1100.2 (series)

Responsible Level: Recruiter

Entry:

(DATE): I hereby acknowledge and agree that I have the duty to establish and maintain an account with a financial institution for the direct deposit of my Coast Guard net pay and allowances. I understand that I am required to execute the appropriate forms at my first assigned drilling unit to ensure that my Coast Guard net pay and allowances are deposited directly into this account. I understand that I may freely choose to change financial institutions to satisfy this requirement. I understand that I will continue to have the duty to maintain such an account for the direct deposit of my Coast Guard net pay and allowances as long as I remain a member of the selected reserve unless I receive a specific exemption from this requirement from the Coast Guard. I understand that failure to establish and maintain such an account in the absence of a specific exemption may subject me to administrative and/or disciplinary action under the Uniform Code of Military Justice (UCMJ).

signature of recruiter

signature of applicant

Entry Type: Accession (ACC-16)

Reference: Recruiting Manual, COMDTINST M1100.2 (series)

Responsible Level: Recruiter

Entry:

(DATE): I understand I am accepted for enlistment with spouse and _____ dependents as spouse is an active duty Coast Guard member in the grade of _____. Every attempt will be made to colocate me with my spouse but such colocation is not guaranteed.

Enlistee's Signature

COMDTINST 1000.14A

CG-3307's for Assignment and Transfer

Entry Type: Assignment and Transfer (A&T-1)

Reference: Section 4-C, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): I have been counseled on the requirement of Article 4-A-12, Personnel Manual, COMDTINST M1000.6 (series) regarding my availability for unrestricted worldwide assignment. I further certify that the situation which occasioned my original request, in my letter 1326 dated (date), has been completely alleviated and I am now available for unrestricted worldwide assignment.

J. P. JONES

Entry Type: Assignment and Transfer (A&T-2)

Reference: Section 4-C, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): Received orders for Humanitarian assignment (HUMS) under the provisions of Article 4-C-26, Personnel Manual, COMDTINST M1000.6 (series). Instructions concerning nonentitlement to expenses incurred in the execution of these orders have been explained to me this date. In view of a permissive travel authorization for HUMS to a new permanent duty station being issued, I understand that under no circumstances will I be reenlisted or extended without Commandant approval. I must present clear documentation that my hardship situation is completely resolved, and that I am available for unrestricted reassignment in accordance with service needs, for Commandant approval to be granted.

J. P. JONES

Entry Type: Assignment and Transfer (A&T-3)

Reference: Section 4-C, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): Found to be unsuitable as (enter assigned special duty) due to (state reasons and specifics) per Article 4-C-13, Personnel Manual, COMDTINST M1000.6 (series). Commander (MPC-EPM) notified this date and reassignment requested.

COMDTINST 1000.14A

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I have been counseled and understand the reason(s) for the above action.

J. P. JONES

Entry Type: Assignment and Transfer (A&T-4)
Reference: Section 4-C, Personnel Manual, COMDTINST M1000.6 (series)
Responsible Level: Unit
Entry:

(DATE): I have read and understand Article 4-C-31, Personnel Manual, COMDTINST M1000.6 (series), relating to suitability of members to serve on icebreaker duty. Neither I nor my dependents possess any physical or mental abnormalities, except as indicated, which might result in a determination that I be disqualified for such duty: (state disqualifications or indicate "none to my knowledge"). I consider myself fully qualified for icebreaker duty.

J. P. JONES

(DATE): Compliance with the provisions of Article 4-C-31, Personnel Manual, COMDTINST M1000.6 (series), is certified. John Paul Jones is considered to be suitable in all respects for icebreaker duty.

A. B. LIST, CW04, USCG
Personnel Officer

Entry Type: Assignment and Transfer (A&T-5)
Reference: Section 4-E, Personnel Manual, COMDTINST M1000.6 (series)
Responsible Level: Unit
Entry:

(DATE): I understand that neither my spouse nor I will be considered for reassignment under the provisions of Article 4-A-11, Personnel Manual, COMDTINST M1000.6 (series), until eligible for normal rotation.

JOHN PAUL JONES

Entry Type: Assignment and Transfer (A&T-6)

COMDTINST 1000.14A

Reference: Section 4-E, Personnel Manual, COMDTINST M1000.6
(series)

Responsible Level: Unit

Entry:

OVERSEAS SCREENING

(DATE): I, _____, am aware that failure to divulge disqualifying information, or amplifying information (medical, dental, psychological, physical, or educational problem(s)) pertaining to the questions on the checklist for overseas screening, may ultimately result in disciplinary action punishable under the UCMJ.

member(signature)	DATE	member(name,rank/rate)
-------------------	------	------------------------

spouse(signature)	DATE
-------------------	------

On the basis of all available information, I endorse/I do not endorse (circle one) the member's orders to the overseas assignment. **(A copy of the completed checklist will be forwarded to the receiving command.)**

CO/OIC(signature)	DATE	CO/OIC(name,rank)
-------------------	------	-------------------

COMDTINST 1000.14A

CG-3307's for Advancement and Reduction

Entry Type: Advancement and Reduction (A&R-1)

Reference: Section 5-C, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): YN2 Jones informed this date that he is a candidate for reduction in rate by reason of incompetency per Article 5-C-38, Personnel Manual, COMDTINST M1000.6 (series). YN2 Jones' mark(s) (provide specifics on which mark(s) meet the reduction in rate criteria) for the period ending (date). Advised that he has three months from this date to demonstrate satisfactory progress and meet the requirements of Article 5-C-38 in order to retain his present rate, and that failure to do so will result in reduction in rate to YN3. A special performance evaluation will be completed at that time for the purpose of determining competency, particular areas that require improvement are: (provide specifics, etc.).

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I have read and understand the above entry.

J. P. JONES

Entry Type: Advancement and Reduction (A&R-2)

Reference: Section 5-C, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): As a result of being above the cutoff for advancement to (E-7, E-8, or E-9) I understand that I will be required either to extend my enlistment or reenlist prior to advancement, if necessary, to ensure meeting the two year obligated service requirement per Article 5-C-25, Personnel Manual, COMDTINST M1000.6 (series). If I cannot reenlist or extend for the full two years due to High Year Tenure, then I must obligate service to my Professional Growth Point for the new pay grade. I also agree not to request voluntary retirement or early release to be effected prior to completion of required obligated service as stated above.

J. P. JONES

COMDTINST 1000.14A

Entry Type: Advancement and Reduction (A&R-3)

Reference: Article 5-C-6b, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE); Passed test on knowledge factors of military requirements required for advancement to E-4.

A. B. LIST, CWO4, USCG
Personnel Officer

Entry Type: Advancement and Reduction (A&R-4)

Reference: Article 5-C-6b, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): Failed to pass test on knowledge factors of military requirements required for advancement to E-4. Class "A".

A. B. LIST, CWO4, USCG
Personnel Officer

Entry Type: Advancement and Reduction (A&R-5)

Reference: Article 5-C-7b, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): Correspondence course waived for the (date) servicewide competition due to non-availability of course as certified by CO, CG Institute letter of (date). When courses not previously available are developed, the Commanding Officer, Coast Guard Institute, will publish the servicewide competition date for which the course will be available. This availability will be announced to all Educational Services Officers (ESO) as a change to the Correspondence Course Manual and to all units in the Commandant's Bulletin.

A. B. LIST, CWO4, USCG
Personnel Officer

Entry Type: Advancement and Reduction (A&R-6)

Reference: Section 5-C, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

COMDTINST 1000.14A

(DATE): YN2 Jones' three month observation period to satisfy the requirements of Article 5-C-38, Personnel Manual, COMDTINST M1000.6 (series), completed this date. YN2 Jones has been determined to be incompetent in the rate of YN2. The required special evaluation was completed this date. Effective this date, YN2 Jones is being reduced to YN3.

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I have read and understand the action taken to reduce me in rate effective this date.

J. P. JONES

Entry Type: Advancement and Reduction (A&R-7)
Reference: Article 5-C-16, Personnel Manual, COMDTINST M1000.6 (series)
Responsible Level: Unit
Entry:

(DATE): Recommendation and nomination for advancement and participation in the (month and year) servicewide competition for (rate) is withdrawn. **(explain reason)**

A. B. SEA, CAPT, USCG
Commanding Officer

Entry Type: Advancement and Reduction (A&R-8)
Reference: Article 1-D-10, Personnel Manual, COMDTINST M1000.6 (series)
Responsible Level: Unit
Entry:

(DATE): I have read and understand Article 1-D-10f., Personnel Manual, COMDTINST M1000.6 (series). I voluntarily elect to be removed from the eligibility lists for appointment to warrant grade. I understand that I will not be eligible to be a candidate for appointment to warrant grade for (2 or 5 (whichever is applicable)) years from the anniversary date of this election. I understand that I will be eligible to reapply as a candidate for appointment to warrant grade on or about (date).

J. P. JONES

COMDTINST 1000.14A

Entry Type: Advancement and Reduction (A&R-9)

Reference: Article 1-D-10, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): I have read and understand Article 1-D-10f., Personnel Manual, COMDTINST M1000.6 (series). I voluntarily elect to be removed from the eligibility lists for appointment to warrant grade. I understand that I will not be eligible to be a candidate for appointment to warrant grade until my personal hardship has been resolved.

J. P. JONES

CG-3307's for Performance and Discipline

Entry Type: Performance and Discipline (Weight) (P&D-1)
Reference: Sec. 5.B. (Pg. 5-1), COMDTINST M1020.8(series)
Responsible Level: Unit
Entry:

(DATE): On this date, you were weighed and you are in compliance with your maximum allowance weight/body fat standard. Your measurements are: Height: _____ (inches), Wrist Size: _____ (inches), and Weight: _____ (pounds). Your age is: _____ and your percent body fat is: _____. In accordance with COMDTINST M1020.8(series), you are assigned a maximum allowable weight for screening purposes of _____ (pounds). Should you exceed this maximum allowable weight in the future, you will be required to complete a body fat determination. By signature below, you acknowledge both this entry and that you have been afforded the opportunity to review COMDTINST M1020.8(series).

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry, have been afforded the opportunity to review COMDTINST M1020.8(series) and fully understand the action required.

J. P. JONES

Entry Type: Performance and Discipline (Weight) (P&D-2)
Reference: Sec. 5.E. (Pg. 5-3), COMDTINST M1020.8(series)
Responsible Level: Unit
Entry:

(DATE): You have this date been determined to be _____ pounds overweight. Your measurements are: Height: _____ (inches), Wrist Size: _____ (inches), Weight: _____ (pounds). Your age is: _____ and your percent body fat is: _____. In accordance with COMDTINST M1020.8(series), you are hereby notified that you are required to lose _____ pounds or drop below _____% body fat by _____. If you fail to reach compliance by the end of this probationary period, you will be recommended for separation (if active duty), recommended for transfer to the IRR or ISL (if reservist), or recommended to return to the Department of Health and Human Services (Public Health Service). Furthermore, until you are in compliance with weight or body fat standards, all actions listed in Chapter 3 of COMDTINST M1020.8(series) will be withheld. By signature below, you acknowledge both this entry and that you have been afforded the opportunity to review COMDTINST M1020.8(series).

COMDTINST 1000.14A

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry, have been afforded the opportunity to review COMDTINST M1020.8(series) and fully understand the action required.

J. P. JONES

Entry Type: Performance and Discipline (Weight) (P&D-3)
Reference: Sec. 5.F. (Pg. 5-4), COMDTINST M1020.8(series)
Responsible Level: Unit
Entry:

(DATE): On this date your probationary period has come to an end. You weighed _____ (pounds) or achieved _____% body fat and have successfully met the requirements of the Coast Guard Weight Program.

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry and understand I have met the requirement of the Coast Guard Weight Program in accordance with COMDTINST M1020.8(series).

J. P. JONES

Entry Type: Performance and Discipline (Weight) (P&D-4)
Reference: Sec. 5.F. (Pg. 5-4), COMDTINST M1020.8(series)
Responsible Level: Unit
Entry:

(DATE): On this date your probationary period has come to an end. You weighed _____ (pounds) and indicated _____ % body fat and you have not achieved your maximum allowable weight/body fat. In accordance with COMDTINST M1020.8(series) you are hereby notified that you will be recommended for separation (if active duty), recommended for transfer to the IRR or ISL (if reservist), or recommended to return to the Department of Health and Human Services (Public Health Service).

A. B. SEA, CAPT, USCG
Commanding Officer

COMDTINST 1000.14A

(DATE): I acknowledge the above entry and fully understand the administrative action(s) being initiated because I do not meet the requirements of the Coast Guard Weight Program in accordance with COMDTINST M1020.8(series).

J. P. JONES

Entry Type: Performance and Discipline (P&D-5)

Reference: Section B-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): Missed sailing of this vessel from (place of sailing) on (date) en route to (destination). Member had knowledge of the time movement was scheduled.

A. B. SEA, CAPT, USCG
Commanding Officer

(if vessel deploys for 10 or more days)

(DATE): Member's records and personal effects transferred to (name of unit).

A. B. SEA, CAPT, USCG
Commanding Officer

Entry Type: Performance and Discipline (P&D-6)

Reference: None

Responsible Level: Unit

Entry: (General - positive)

*****NOTE: Entry must be member specific and describe who, what, when, where, why and how. Blanket entries describing generalities which are photocopied for inclusion in many members' PDRs are not authorized.*****

(DATE): Seaman Jones is selected as Sailor of the Quarter this date while assigned to deck force aboard USCGC DECISIVE from 94JAN01 to 94MAR31. His positive attitude during tense AMIO operations rubbed off on his shipmates and was vital to sustaining a high degree of morale.

A. B. SEA, CAPT, USCG
Commanding Officer

COMDTINST 1000.14A

(DATE): I acknowledge the-above entry.

J. P. JONES

Entry-Type: Performance and Discipline (P&D-7)

Reference: None

Responsible Level: Unit

Entry: (General - negative)

*****NOTE: Entry must be member specific and describe who, what, when, where, why and how. Blanket entries describing generalities which are photocopied for inclusion in many members' PDRs are not authorized.*****

(DATE): Petty Officer Jones reported for work 1 hour late today indicating he had overslept. Member was counseled concerning his responsibilities to show up for work on time, and advised that any future incidents of late arrival may lead to disciplinary action.

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the-above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-8)

Reference: Section 8-B and 8-M, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): Necessary articles of the Uniform Code of Military Justice (UCMJ), and the Code of Conduct explained this date as required by sections 8-B and 8-M, Personnel Manual, COMDTINST M1000.6 (series).

A. B. SEA, CAPT, USCG
Commanding Officer

Entry Type: Performance and Discipline (P&D-9)

Reference: Section 8-G, Personnel Manual, COMDINST M1000.6 (series)

Responsible Level: Unit

Entry:

COMDTINST 1000.14A

(DATE): Counseled concerning civil and moral obligations to provide continuous and adequate support of lawful dependents.

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-10)
Reference: Section 8-F, Personnel Manual, COMDTINST M1000.6 (series)
Responsible Level: Unit
Entry:

(DATE): Unreliable due to failure to pay debts. (describe circumstances surrounding entry-such as the dates, debts, and actions taken).

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-11)
Reference: Section 8-F, Personnel Manual, COMDTINST M1000.6 (series)
Responsible Level: Unit
Entry:

(DATE): Unreliable due to unsatisfactory conduct of personal affairs and support of dependents. (state what other actions will be initiated, etc.).

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above counseling and understand the actions being initiated.

COMDTINST 1000.14A

J. P. JONES

Entry Type: Performance and Discipline (P&D-12)
Reference: Article B-H-5b(2), Personnel Manual, COMDTINST M1000.6 (series)
Responsible Level: Unit
Entry:

(DATE): (document formal counseling pertaining to improper relationships)

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-13)
Reference: Section 10-B, Personnel Manual, COMDTINST M1000.6 (series)
Responsible Level: Unit
Entry:

(DATE): Assigned supplemental conduct mark of _____ for period ending (date).

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-14)
Reference: Section 10-B, Personnel Manual, COMDTINST M1000.6 (series)
Responsible Level: Unit
Entry:

(DATE): Assigned mark of (1 or 2) in the (list dimension) of Enlisted Performance Evaluation Form (CG-3788 (series)) dated (date). (give specific examples of performance or behavior to support the assignment of the 1 or 2)

COMDTINST 1000.14A

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-15)
Reference: Section 10-B, Personnel Manual, COMDTINST M1000.6
(series)
Responsible Level: Unit
Entry:

(DATE): Assigned mark of 7 in the (list dimension) of Enlisted Performance Evaluation Form (CG-3788 (series)) dated (date). (give specific examples of demonstrated performance or behavior that clearly indicate how the member has met the written standards in block 6 and exceeded at least one of them)

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-16)
Reference: Section 10-B, Personnel Manual, COMDTINST M1000.6
(series)
Responsible Level: Unit
Entry:

(DATE): This is an adverse administrative remarks entry for (this entry is required to document an "unsatisfactory" conduct mark due to non-judicial punishment, court-martial, civil conviction, financial irresponsibility, non-support of dependents, alcohol incidents, and nonconformance to civilian and military rules, regulations, and standards, or to document a low factor mark as defined in article 10-B-9a, Personnel Manual, COMDTINST M1000.6 (series)).

A. B. SEA, CAPT, USCG
Commanding Officer

COMDTINST 1000.14A

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-17)

Reference: Section 10-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): Period of eligibility for Coast Guard good conduct award terminated this date due to assigned mark of "unsatisfactory" in the conduct performance dimension for the evaluation period ending (date). New period of eligibility for Coast Guard good conduct award commences (date).

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-18)

Reference: Section 10-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): Period of eligibility for Coast Guard good conduct award terminated this date due to assigned mark of "##" in the (name of factor) for the evaluation period ending (date). New period of eligibility for Coast Guard good conduct award commences (date).

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-19)

Reference: Section 10-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): Assigned a mark of "unsatisfactory" in conduct performance dimension for the semiannual evaluation period ending (date). During the period Petty Officer Jones committed two minor military offenses not warranting non-judicial punishment. New period of eligibility for good conduct award commences (date).

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-20)

Reference: Section 20-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): On (date) you were referred to the SS "A" school Command Drug and Alcohol Representative (CDAR) at TRACEN Petaluma for evaluation. On (date), you were consuming alcohol as a minor.

TRACEN security found open containers of alcohol in your vehicle during a routine check of the barracks parking lot. Security located you in your room and asked if you had consumed alcohol. You stated yes and a blood alcohol test was performed (BAC was .070). TRACEN regulations and state laws prohibit the use of alcohol by minors. Your use of alcohol as a minor shows questionable petty officer potential and will not be tolerated.

You were counseled on policies concerning alcohol use/abuse and the serious nature of this incident. You will be screened at CAAC NAS Alameda on (date). You are to continue to abstain from the use of alcohol until you are of legal age (age 21). No other action is pending.

This is considered your first alcohol incident for documentation purposes. Per Chapter 20 of the Personnel Manual, COMDTINST M1000.6 (series), any further alcohol incidents or use of alcohol as a minor may result in your separation from the U.S. Coast Guard.

A. B. SEA, CAPT, USCG

COMDTINST 1000.14A

Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-21)

Reference: Section 20-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): On (date), you were cited by TRACEN security at a sobriety check point for consuming alcohol as a minor. Your Blood Alcohol Content (BAC) was .166 and .165. This was in direct violation of your aftercare program and Coast Guard regulations.

On (date) you were referred to the TRACEN Command Drug and Alcohol Representative (CDAR) for evaluation. You were counseled on policies concerning alcohol use/abuse as a minor and your failure to follow your prescribed aftercare program.

This is considered your second alcohol incident for documentation purposes. As outlined in Chapter 20 of the Personnel Manual, COMDTINST M1000.6 (series), you are being processed for separation from the U.S. Coast Guard due to continued alcohol abuse. You are advised that you may be eligible for further alcohol treatment by the Department of Veterans Affairs in the future.

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-22)

Reference: Section 20-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): On (date) you were referred to the SS "A" school Command Drug and Alcohol Representative (CDAR) at TRACEN Petaluma for evaluation due to purchasing alcohol for a minor. This is in violation of TRACENINST 5353.1 (series) and the UCMJ, contributing to a minor's consumption of alcohol. No ongoing alcohol abuse problems were noted.

On (date) you allowed a minor to consume alcohol you had purchased. During a routine check of the barracks parking lot, TRACEN security found open containers of alcohol in the vehicle you had driven. Security located you in the owner's room and administered a blood alcohol test (BAC was .00).

This is not considered an alcohol incident, but is entered for documentation purposes only as a alcohol situation as outlined in Chapter 20 of the Personnel Manual, COMDTINST M1000.6 (series). Your violation of the UCMJ is being investigated for disposition at captains mast.

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-23)

Reference: Section 20-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): You have completed a two year aftercare program following outpatient treatment, as required by Chapter 20 of the Personnel Manual, COMDTINST M1000.6 (series). I congratulate you on this monumental accomplishment.

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-24)

Reference: Section 20-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): On (date) you were screened by the Navy Counseling And Assistance Center (CAAC) at Naval Shipyard Mare Island, CA.

COMDTINST 1000.14A

CAAC determined that you meet the criteria of being alcohol dependent and recommended you attend a level III, inpatient treatment program. On (date) you were seen by the TRACEN medical officer. At that time he issued a confirmatory diagnosis of alcohol dependency, DSMIII code 303.9 and concurred with CAAC's recommendation for level III inpatient treatment.

On (date) you were offered an opportunity to attend an inpatient treatment program at a Navy Alcohol Rehabilitation Center (ARC). You declined treatment due to your desire for separation from the Coast Guard.

You are advised that declining inpatient treatment prior to discharge may disqualify you for inpatient alcohol treatment by the Department of Veterans Affairs in the future.

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-25)

Reference: Section 20-B, Personnel Manual, COMDTINST M1000.6
(series)

Responsible Level: Unit

Entry:

(DATE): On (date) you successfully completed a three week level II outpatient treatment program at the Counseling And Assistance Center (CAAC), Naval Air Station, Alameda, CA. I congratulate you on your accomplishment and your perseverance for personal recovery. This has been a major step in taking charge of your life.

Aftercare is an important and mandatory part of this recovery process. The support you will find in your aftercare program will go far in helping to ensure your success.

Your aftercare program shall consist of, but not be limited to:

- a. Abstinence from alcohol for six months.
- b. A two year evaluation of your performance, documented by quarterly aftercare reports.
- c. Weekly meeting with the CDAR to monitor and support your recovery.

- d. Attendance at a minimum of one (1) Alcoholics Anonymous (AA) meeting per week and a minimum of two (2) Adult Children of Alcoholics (ACOA) meetings per week (unit operations permitting).

Your failure to comply with this aftercare plan or involvement in a second alcohol related incident may result in your separation from the U.S. Coast Guard.

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-26)

Reference: Section 20-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): On (date) you successfully completed a three week outpatient treatment program at the Counseling and Assistance Center (CAAC), Naval Air Station, Alameda, CA. I congratulate you on your accomplishment and your perseverance for personal recovery. This has been a major step in taking charge of your life.

Upon completion of your treatment, CAAC Alameda determined that you meet the criteria for alcohol dependency and recommended you attend an inpatient alcohol treatment program for further counseling. Upon reporting to your new duty station, you will be screened by a medical doctor or medical officer to determine if additional treatment is warranted.

Aftercare is an important and mandatory part of your recovery effort. The support you will find in your aftercare program will go far in helping to ensure your success.

Your aftercare program shall consist of, but is not limited to:

- a. Abstinence from alcohol.
- b. A two year evaluation of your performance, documented by quarterly aftercare reports.
- c. Weekly meeting with the CDAR to monitor and support your recovery.

COMDTINST 1000.14A

d. Attendance at a minimum of three (3) Alcoholics Anonymous (AA) meetings per week (unit operations permitting).

Your failure to comply with this aftercare plan or involvement in a second alcohol related incident may result in your separation from the U.S. Coast Guard.

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-27)

Reference: Section 20-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): On (date) you successfully completed a six week inpatient treatment program at the Alcohol Rehabilitation Center (ARC) at NAS Pearl Harbor, HI. I congratulate you on your accomplishment and your perseverance for personal recovery. This has been a major step in taking charge of your life.

Aftercare is an important and mandatory continuation of this recovery process and the support you will find in your aftercare program will go far in helping to ensure your success.

Your aftercare program shall consist of, but not be limited to:

- a. Abstinence from alcohol indefinitely.
- b. A two year evaluation of your performance, documented by quarterly aftercare reports.
- c. Weekly meetings with the CDAR/DAR to monitor and support your recovery.
- d. Attendance at a minimum of two (2) Alcoholics Anonymous (AA) and two (2) narcotics anonymous (NA) twelve step meetings per week as recommended by ARC Pearl Harbor (unit operations permitting).
- e. Random urinalysis screenings, at the discretion of the Commanding Officer.

f. Follow-up counseling through the Family Program Administrators office as recommended by ARC Pearl Harbor.

Failure to comply with this aftercare plan or involvement in any alcohol related incident will result in your separation from the U. S. Coast Guard

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-28)

Reference: Article 12-B-16 and 12-B-18, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): (document formal counseling pertaining to placing a member on probation, prior to recommending discharge, per articles 12-B-16 and 12-B-18 of the Personnel Manual)

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-29)

Reference: Section 12-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): (summarize the basis for which a general discharge is awarded per section 12-B of the Personnel Manual)

A. B. SEA, CAPT, USCG
Commanding Officer

COMDTINST 1000.14A

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-30)

Reference: Cutter Training and Qualification Manual, COMDTINST M3502.4 (series)

Responsible Level: Unit

Entry:

(DATE): Passed (or Failed) the Deck Watch Officer (DWO) Rules of the Road exam on (date) with a score of _____%

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-31)

Reference: Cutter Training and Qualification Manual, COMDTINST M3502.4 (series) and Personnel Qualification Standard for Officer of the Deck, COMDTINST M3502.5

Responsible Level: Unit

Entry:

(DATE): Completed all prescribed training and oral examinations, and is certified as an underway (inport) Officer of the Deck in accordance with the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series) and the OOD PQS, COMDTINST M3502.5

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-32)

Reference: Cutter Training and Qualification Manual, COMDTINST M3502.4 (series) and Engineer Officer in Training (EOIT) PQS, COMDTINST M3502.11

Responsible Level: Unit

Entry:

(DATE): Completed all prescribed training and oral examinations, and is certified as an EOIT in accordance with the Cutter Training and Qualification Manual, COMDTINST 3502.4 (series) and the EOIT PQS, COMDTINST 3502.11 (series).

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Performance and Discipline (P&D-33)

Reference: Cutter Training and Qualification Manual, COMDTINST M3502.4 (series), Engineer Officer in Training (EOIT) PQS, COMDTINST M3502.11 (series), and Personnel Qualification Standard (PQS) for Officer of the Deck, -COMDTINST M3502.5.

Responsible Level: Unit

Entry:

(DATE): Completed PQS or qualified/certified as (specify watchstation).

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge the above entry.

J. P. JONES

COMDTINST 1000.14A

CG-3307's for Separation

Entry Type: Separation (SEP-1)

Reference: Section 3-C-3, Personnel and Pay Procedures Manual, PPCINST M1000.2 (series)

Responsible Level: Unit

Entry:

(DATE): I agree to allow the withholding of a substantial portion of my final pay on my date of separation. I also understand that I may owe the government money, and the government will initiate collection action for any money due.

J. P. JONES

Entry Type: Separation (SEP-2)

Reference: Section 12-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible level: Unit

Entry:

(DATE): I have read and been counseled on the contents of Article 12-B-53 of the Personnel Manual, COMDTINST M1000.6 (series) concerning my rights on separation from the Coast Guard. I understand my rights as described therein and have had all of my questions answered.

J. P. JONES

Entry Type: Separation (SEP-3)

Reference: Section 12-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): The provisions of Article 12-B-3, Personnel Manual, COMDTINST M1000.6 (series) concerning types of discharge certificates, their basis for issuance, the possible effects of various veterans' benefits and related matters have been explained to me this date.

J. P. JONES

Entry Type: Separation (SEP-4)

Reference: Section 12-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): Reenlistment interview conducted this date per Article 12-B-4, Personnel Manual, COMDTINST M1000.6 (series). Member is

COMDTINST 1000.14A

recommended for reenlistment. Member has stated intentions (not to reenlist) (to reenlist) (undecided). The required Assignment Data (CG-3698A) has been submitted.

A. B. SEA, CAPT, USCG
Commanding Officer

Entry Type: Separation (SEP-5)

Reference: Section 12-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): Reenlistment interview conducted this date per Article 12-B-4, Personnel Manual, COMDTINST M1000.6 (series) and Coast Guard Centralized First Term Reenlistment Review (CFTRR) program. In accordance with (reference message traffic) you are recommended for reenlistment. You have stated your intention (to reenlist) (to extend) (not to reenlist). You have been counseled that failure to extend or reenlist for _____ years prior to (date) will result in revocation of the reenlistment authorization and separation upon EOE/EAOS is mandatory. Members who are authorized reenlistment and choose not to do so are required to serve any additional obligated service incurred in addition to their original enlistment. You will be discharged/RELAD on (date).

A. B. SEA, CAPT, USCG
Commanding Officer

J. P. JONES

Entry Type: Separation (SEP-6)

Reference: Article 12-B-47, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(complete the following entry when a citizen of the Republic of the Philippines reenlists immediately following separation or executes a voluntary extension of enlistment):

(DATE): I have been properly advised and counseled regarding the loss of entitlement to file for U.S. citizenship unless such reenlistment or extension of enlistment actually takes place in the United States or its stated possessions (American Samoa, Swans Island, Guam, Puerto Rico, and the Virgin Islands).

J. P. JONES

Entry Type: Separation (SEP-7)

Reference: Section 12-B, Personnel Manual, COMDTINST M1000.6 (series)

Responsible Level: Unit

Entry:

(DATE): Reenlistment interview conducted this date per Article 12-B-4, Personnel Manual, COMDTINST M1000.6 (series). Member is not recommended for reenlistment because (give reason(s)). The required Assignment Data (CG-3698A) has been submitted.

A. B. SEA, CAPT, USCG
Commanding Officer

(DATE): I acknowledge that I have been informed that I am not being recommended for reenlistment and given the reason(s) for this action. I understand that I may submit a written appeal via the chain of command to Commander (MPC-epm). This appeal must be submitted within 15 days of this notification and my command will furnish clerical assistance, if I desire to submit an appeal.

J. P. JONES

Entry Type: Separation (SEP-8)

Reference: Section 12-B, Personnel Manual, COMDTINST M1000.6 (series) and COMDTINST M1900.4 (series).

Responsible Level: PERSRU

Entry:

(DATE): Discharged from active duty without immediate reenlistment this date by reason of (expiration of enlistment, misconduct, etc.). Member provided Certificate of Release or Discharge from Active Duty form (DD-214) and other separation documents as required by Article 12-B-53, Personnel Manual, COMDTINST M1000.6 (series). Member counseled regarding: (1) reenlistment opportunities including srb entitlements; (2) provisions of COMDTINST 1760.7 (series); and maintaining continuous service status.

A. B. SEA, YNCM, USCG
By direction
CGD FOURTEEN (persru), Honolulu, HI

Entry Type: Separation (SEP-9)

COMDTINST 1000.14A

Reference: Section 12-B, Personnel Manual, COMDTINST M1000.6 (series) and COMDTINST M1900.4 (series).

Responsible Level: PERSRU

Entry:

(DATE): Discharged this date by reason of (expiration of enlistment or convenience of the government) and immediately reenlisted. Certificate of Release or Discharge from Active Duty form (DD-214) not issued. The following information on this enlistment/reenlistment applies:

Period of service.

Reenlistment code.

Separation Program Designator (SPD).

Time lost.

(NOTE: the above data is necessary to compute the final DD-214 since it will cover multiple enlistment/reenlistment periods.)

A. B. SEA, YNCM, USCG

By direction

CGD FOURTEEN (persru), Honolulu, HI

Entry Type: Separation (SEP-10)

Reference: Section 12-B, Personnel Manual, COMDTINST M1000.6 (series) and COMDTINST M1900.4 (series).

Responsible Level: PERSRU

Entry:

(DATE): Released from active duty due to expiration of enlistment and immediately transferred to the Coast Guard reserve to complete obligation of military service. Member provided Certificate of Release or Discharge from active duty form (DD-214) and other separation documents as required by Article 12-B-53, Personnel Manual, COMDTINST M1000.6 (series). Member counseled regarding: (1) reenlistment opportunities including srb entitlements and Coast Guard reserve opportunities/benefits; (2) provisions of COMDTINST 1760.7 (series); and maintaining continuous service status.

A. B. SEA, YNCM, USCG

By direction

CGD FOURTEEN (persru), Honolulu, HI

Entry Type: Separation (SEP-11)

Reference: Section 12-B, Personnel Manual, COMDTINST M1000.6 (series) and COMDTINST M1900.4 (series).

Responsible Level: PERSRU

Entry:

COMDTINST 1000.14A

(DATE): Retired from active duty this date and effective (date) placed on the inactive retired rolls. Member provided Certificate of Release or Discharge from Active Duty form (DD-214) and other separation documents as required by Article 12-B-53, Personnel Manual, COMDTINST M1000.6 (series). Member counseled regarding retirement rights, benefits, and responsibilities.

A. B. SEA, YNCM, USCG
By direction
CGD FOURTEEN (persru), Honolulu, HI

Entry Type: Separation (SEP-12)

Reference: Section 12-B, Personnel Manual, COMDTINST M1000.6 (series) and COMDTINST M1900.4 (series).

Responsible Level: PERSRU

Entry:

(DATE): As outlined in Article 12-B-4, Personnel Manual, COMDTINST M1000.6 (series), I understand that in order to remain in a continuous service status, reenlistment must occur within three months from the date of discharge/separation, however, the rate held at the time of discharge/separation may not be the rate at which reenlisted unless the rate is on the open rate list at the time of reenlistment. I hereby acknowledge receipt of my separation documents).

J. P. JONES

Entry Type: Separation USCGR (Inactive) (SEP-13)

Reference: Section 12-B, Reserve Administration and Training Manual, COMDTINST M1001.27 (series) and COMDTINST M1900.4 (series).

Responsible Level: PERSRU

Entry:

(DATE): Discharged this date from USCGR inactive duty by reason of (fulfillment of service obligation, expiration of enlistment, or convenience of the government) and immediately reenlisted in the (regular or reserve). Member provided USCGR discharge certificate and other separation documents as required by Article 12-B-53, Personnel Manual, COMDTINST M1000.6 (series). Member counseled regarding: (1) reenlistment opportunities including SRB entitlements; (2) provisions of COMDTINST 1760.7 (series); and maintaining continuous service status.

(DATE): Reenlisted this date in the (USCG or USCGR).

A. B. SEA, YNCM, USCG

COMDTINST 1000.14A

By direction

CGD FOURTEEN (persru), Honolulu, HI

(DATE): I acknowledge the above entries.

J. P. JONES

Entry Type: Separation USCGR (Inactive) (SEP-14)

Reference: Section 12-B, Reserve Administration and Training Manual, COMDTINST M1001.27 (series) and COMDTINST M1900.4 (series).

Responsible Level: RPERSRU

Entry:

(DATE): Discharged from USCGR inactive duty without immediate reenlistment this date by reason of (fulfillment of service obligation, expiration of enlistment, or convenience of the government). Member provided USCGR discharge certificate and other separation documents as required by Article 12-B-53, Personnel Manual, COMDTINST M1000.6 (series). Documents mailed this date to: (address)

A. B. SEA, YNCM, USCG

By direction

CGD FOURTEEN (persru), Honolulu, HI

Entry Type: Separation from Selected Reserve (SELRES) (SEP-15)

Reference: COMDTINST 1001.37 (series)

Responsible Level: RPERSRU

Entry:

(DATE): Member counselled this date upon assignment to the Individual Ready Reserve (IRR), regarding possible entitlement to/ineligibility for Reserve Transition Benefits (RTB). Final determination of all RTB entitlement will be made by Commandant (G-RSM).

A. B. SEA, YNCM, USCG

By direction

CGD FOURTEEN (persru), Honolulu, HI

(DATE): I acknowledge the above entry.

J. P. JONES

Entry Type: Separation (SEP-16)

Reference: COMDTINST 1040.10 (series)

Responsible Level: Unit

Entry:

(DATE): I hereby acknowledge that I have been counseled on the contents of the Coast Guard's High Year Tenure (HYT) policy contained in COMDTINST 1040.10 (series).

(for E-5 to E-9)

I understand that based on my present pay grade of _____, my Professional Growth Point (PGP) is _____ (#) _____ years of military service. My present PGP is _____(date)_____. I further understand that I will not be permitted to extend my enlistment or reenlist beyond my PGP plus one month unless my PGP is amended in accordance with COMDTINST 1040.10 (series).

I understand that I will be separated from the Coast Guard upon reaching my PGP and, that if otherwise qualified, I must request, IAW current directives, to be retired in lieu of discharge due to High Year Tenure. I also acknowledge that waivers to this policy may only be granted by Commander (MPC-epm) and that I must submit a letter requesting this waiver not less than six months prior to my PGP or the expiration of any prior waiver period.

SIGNATURE: _____

WITNESS: _____

Entry Type: Separation (SEP-17)**Reference:** COMDTINST 1040.10 (series)**Responsible Level:** Unit**Entry:**

(DATE): I hereby acknowledge that I have been counseled on the contents of the Coast Guard's High Year Tenure (HYT) policy contained in COMDTINST 1040.10 (series).

(for E-3 to E-4)

I understand that based on my present pay grade of _____, my Professional Growth Point (PGP) is 7 years of Coast Guard service or 10 years military service, whichever is greater. My present PGP is _____(date)_____. I further understand that I will not be permitted to extend my enlistment or reenlist beyond my PGP plus one month unless my PGP is amended in accordance with COMDTINST 1040.10 (series).

I understand that I will be separated from the Coast Guard upon reaching my PGP and, that if otherwise qualified, I must request, IAW current directives, to be retired in lieu of discharge due to High Year Tenure. I also acknowledge that waivers to this policy may only be granted by Commander (MPC-epm) and that I must submit a letter requesting this waiver not less than six months prior to my PGP or the expiration of any prior waiver period.

COMDTINST 1000.14A

SIGNATURE: _____

WITNESS: _____

Entry Type: Separation (SEP-18)
Reference: COMDTINST 1040.10 (series)
Responsible Level: Unit
Entry:

(DATE): I hereby acknowledge that I have been counseled on the contents of the Coast Guard's High Year Tenure (HYT) policy contained in COMDTINST 1040.10 (series).

(for E-2)

I understand that based on my present pay grade of E-2, my Professional Growth Point (PGP) is 4 years of military service. My present PGP is _____(date)_____. I further understand that I will not be permitted to extend my enlistment or reenlist beyond my PGP plus one month unless my PGP is amended in accordance with COMDTINST 1040.10 (series).

I understand that I will be separated from the Coast Guard upon reaching my PGP and, that if otherwise qualified, I must request, IAW current directives, to be retired in lieu of discharge due to High Year Tenure. I also acknowledge that waivers to this policy may only be granted by Commander-(MPC-epm) and that I must submit a letter requesting this waiver not less than six months prior to my PGP or the expiration of any prior waiver period.

SIGNATURE: _____

WITNESS: _____

Entry Type: Separation (SEP-19)
Reference: COMDTINST 1910.1 (series)
Responsible Level: Unit
Entry:

(DATE): As a condition of receiving separation pay under 10 U.S.C. 1174, I hereby agree to enlist or extend in the ready reserve for a period of 3 years following my discharge or release from active duty in addition to any remaining military service obligation. I understand this agreement is made without regard to the reason for my separation or my eligibility for affiliation with the ready reserve. Further, should I be accepted for enlistment or extension in the Coast Guard reserve, I must execute the extension or enlistment contract as a condition of qualifying for separation pay. I understand that if I enlist in the ready reserve I may request to become a member of the selected reserve by applying for affiliation to the chief, readiness and reserve division of the district in which I live. I also agree if accepted that I will keep the district commander (r) in my area informed of any changes in my address, physical status, or dependency status. I understand that if I stay in the reserve and later retire, my retired pay will be reduced by the amount of enlisted separation payments received.

SIGNATURE : _____

WITNESS : _____

COMDTINST 1000.14A

CG-3307's for Selective Reenlistment Bonus

Entry Type: Selective Reenlistment Bonus (SRB-1)

Reference: COMDTINST 7220.33 (series)

Responsible Level: Unit

Entry:

(DATE): I have been advised that my current Selective Reenlistment Bonus (SRB) multiple is _____ and is listed in ALDIST _____, which has been made available to me.

I am eligible to reenlist/extend my enlistment up to a maximum of _____ years. My SRB will be computed based on _____ months of newly obligated service.

I hereby acknowledge that I have read and fully understand the contents and explanation of COMDTINST 7220.33 (series).

(signature of member/date)

(signature of counselor)

Entry Type: Selective Reenlistment Bonus (SRB-2)

Reference: COMDTINST 7220.33 (series)

Responsible Level: Unit

Entry:

(DATE): I have been advised that my current Selective Reenlistment Bonus (SRB) multiple is _____ and is listed in ALDIST _____, which has been made available to me.

I am eligible to reenlist/extend my enlistment up to a maximum of _____ years. My SRB will be computed based on _____ months of newly obligated service.

I must reenlist on or 3 months prior to (date), which is my (6th/10th/14th) active duty anniversary date, in order to receive a zone (A, B, or C) SRB.

I hereby acknowledge that I have read and fully understand the contents and explanation of COMDTINST 7220.33 (series).

(signature of member/date)

(signature of counselor)

Entry Type: Selective Reenlistment Bonus (SRB-3)

Reference: COMDTINST 7220.33 (series)

Responsible Level: Unit

Entry:

(DATE): I hereby acknowledge that I have read and fully understand the contents and explanation of COMDTINST 7220.33 (series).

COMDTINST 1000.14A

I further acknowledge that I have been advised of the effects on my SRB computation/payment if I enter into an agreement to extend my enlistment.

(signature of member/date)

(signature of counselor)

Entry Type: Selective Reenlistment Bonus (SRB-4)

Reference: COMDTINST 7220.33 (series)

Responsible Level: Unit

Entry:

(DATE): I have been advised and am aware that I will not be eligible and will not begin receiving my SRB payment for my new rating until the operative date of my extension or reenlistment after attaining my new rating.

(signature of member/date)

(signature of counselor)